



JOB DESCRIPTION
Program Coordinator II (Inv)

Employee Name:	Employee ID:	Supervisor:
Class Code: AH40	Class Title: Program Coordinator II	Advertised Rate: E
Position Number/Slot: 0	Campus: Columbia	Work County: Richland
FLSA/Base Hours: Exempt/2080	Full Time/Part Time: Full Time	SOC Code:
State Funding %: 100.00	Federal Funding %: 0.00	Other Funding %: 0.00
Pay Band: 6 - \$40,759 \$58,086 \$75,413	Basis/Hours per week: 12 months/37.5	Type of Staff Position: Full-time Equivalent (FTE)

Job Purpose:
Under supervision of the Director of the Office of Equal Opportunity Programs (EOP) and the Assistant Director of the EOP Office, performs complex administrative and support activities as a Program Coordinator II/Investigator for the investigation, conciliation, and disposition of complaints of violations of federal, state and university rules, regulations and policies related to students, faculty and staff of the University. Provides technical and professional service associated with the daily operation of the EOP Office, to include providing instruction and training to students, faculty and staff related to anti-discrimination and anti-harassment laws, rules, regulations and policies.

Essential/Non-Essential Functions:

Job Duty	Works collaboratively with the Division of Student Affairs, the Division of Human Resources, the Office of the General Counsel and other University departments in resolving complaints involving University students, faculty, and staff.
Essential Function	Yes
Percentage of Time	15

Job Duty	Performs other related duties as assigned by Director of the Office of Equal Opportunity Programs and/or the Assistant Director of the EOP.
Essential Function	Yes
Percentage of Time	5

Job Duty	Assists in providing training to University students, faculty, and staff on equal opportunity/non-discrimination and harassment laws, rules, regulations and policies.
Essential Function	Yes
Percentage of Time	20

Job Duty	Coordinates administrative, management and/or support activities with respect to case work, i.e., typing of reports, maintaining confidential files and general office duties related to complaints involving University students, faculty, and staff.
Essential Function	Yes
Percentage of Time	25

Job Duty	Conducts confidential investigations and complex special assignments; prepares and maintains specialized records and detailed program reports related to the intake and investigation of complaints of violations of federal and state laws and University policies.
Essential Function	Yes
Percentage of Time	35

Supervisory Responsibilities: Indirect supervision of undergraduate or graduate students.	Guidelines and supervision received to do this job, including independence and discretion: Will be under the supervision of the Director of the Office of Equal Opportunity Programs, as well as the Assistant Director of the EOP Office. Must have excellent interpersonal skills, investigation experience, office management and above average computer skills. This position requires the ability to make sound decisions and maintain confidentiality.	Hazardous Weather Category: Non-Essential
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USC Minimum Qualifications: Master's degree and 5 years related program experience, or bachelor's degree and 7 years related experience.	Position Specific Minimum Qualifications: Master's degree and 5 years related program experience, or bachelor's degree and 7 years related experience.
Knowledge/Skills/Abilities: Must possess excellent interpersonal, office management and administrative skills, above average computer skills, excellent human relations skills and sufficient poise and intelligence to deal with public officials, University administrators, students and others. Must be organized and possess a basic knowledge of legal terminology and be familiar with University policies, procedures, rules and regulations that are department specific. Must be competent with business English, math and spelling. Should possess a thorough knowledge of the University system and federal and state laws, policies and procedures applicable to the department and University. This position requires the ability to coordinate diverse administrative/management functions, establish and maintain effective working relationships with members of the EOP staff and with others, the ability to plan, organize and, if necessary, supervise work assignments, to include making sound decisions using independent judgment.	Preferred Qualifications:

Mental Demands: Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Math, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication	Additional Mental Demands: Excellent verbal and written communications. Reading and performing detailed work.
Physical Demands: Carrying, Attendance, Driving, Kneeling, Pulling , Pushing, Reaching, Removing, Sitting, Speaking, Standing, Walking, Writing, Talk or Hear	Additional Physical Demands:
Lifting Requirements: Up to 25 Pounds (Light)	Visual Acuity Requirements: Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)
Noise Conditions: Quiet Noise Conditions, Moderate Noise Conditions, Ability to Adjust Focus	Physical Demands (Elements Exposed to): None of these listed
Equipment Needed to Perform the Duties: Calculator, Copier, Fax, Scanner, Telephone, Vehicles	Additional Equipment Needed to Perform the Duties:

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.